

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



February 22, 2002

ALL-COUNTY INFORMATION NOTICE NO. I-10-02

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☒ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CAL-WORKS PROGRAM MANAGERS  
ALL COUNTY WELFARE TO WORK COORDINATORS  
ALL CAL-LEARN COORDINATORS  
CAL-LEARN CASE MANAGEMENT AGENCIES

SUBJECT: CLARIFICATION OF CAL-LEARN REQUIREMENTS

REFERENCE: MANUAL OF POLICY AND PROCEDURES (MPP)  
SECTIONS 42-751(e)(3), 42-763.1, 42-765.1, 42-766.334,  
42-766.8, 42-769.1 and .125, 44-340, 47-440.12, and ACL 01-77  
dated November 7, 2001

The purpose of this letter is to clarify and provide guidance on the action to be taken when, in the normal course of business, it comes to the county's attention that a pregnant or parenting teen on cash aid is not participating in the Cal-Learn Program as required by MPP 42-763.1. This clarification is based on existing policy and regulations, and is not a change in program requirements.

As you are aware, participation in the Cal-Learn Program is mandatory for pregnant or parenting teens under the age of 19 who are on cash aid and have not earned their high school diploma or equivalent. However, through discussions with counties and a review of state hearing decisions, it has come to our attention that there are eligible pregnant or parenting teens who are not enrolled in Cal-Learn and are not receiving the services and benefits to which they are entitled prior to earning their high school diploma or equivalent. In some cases, this error is detected less than ninety (90) days before the teen's high school graduation and the teen is being denied the graduation bonus required by MPP 42-766.8.

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If it is discovered that a pregnant or parenting teen should have been enrolled in Cal-Learn and was not, the county should take immediate action to correct the error and any underpayment, and refer the teen to the Cal-Learn Program. This includes pregnant or parenting 18-year-olds who are mandatory Cal-Learn participants and were erroneously referred to the CalWORKs Welfare to Work Program.

Specifically, the following actions should be taken:

- The county should deem notification, as required by MPP 42-764.1, to have occurred as of the date the teen would have been noticed, if they had been properly referred to the Cal-Learn Program.
- Bonuses that would have been issued as required by MPP 42-769.1 during the time the teen was erroneously not in Cal-Learn should be restored. For the purpose of determining bonuses, the 90-day participation period specified in MPP 42-766.334 shall apply beginning the date the teen would have been notified, absent the error.
- The teen should be reimbursed for any childcare, transportation, and ancillary expenses incurred during this time in accordance with MPP 42-765.1
- These retroactive payments for bonuses and supportive services will not be considered income or property in the month received or the following month (MPP 44-340).
- Retroactive Cal-Learn bonuses cannot be used to offset any CalWORKs overpayment (MPP 42-769.125). However, a CalWORKs recipient may voluntarily repay a supportive services overpayment through a cash aid grant adjustment MPP 42-751[e][3] for transportation and ancillary expenses, and MPP 47-440-12 for childcare costs.
- No sanction shall be retroactively applied since the teen lacked proper notice and the supportive services to help motivate them to make adequate progress in school.
- Existing Cal-Learn notices of action forms and messages are to be used to inform the teens of retroactive payments for bonuses and supportive services costs.
- If a teen parent was erroneously referred to the CalWORKs Welfare To Work Program, any months that were counted toward his or her 18 or 24 month time clock must be reversed.

If you have any questions regarding this information notice, please contact your Cal-Learn consultant. If you do not know the name and phone number of your consultant, please call (916) 657-3260.

Sincerely,

*Original signed by  
Jo Weber on 2/22/02*

JO WEBER, Chief  
Work Services and Demonstration Projects Branch